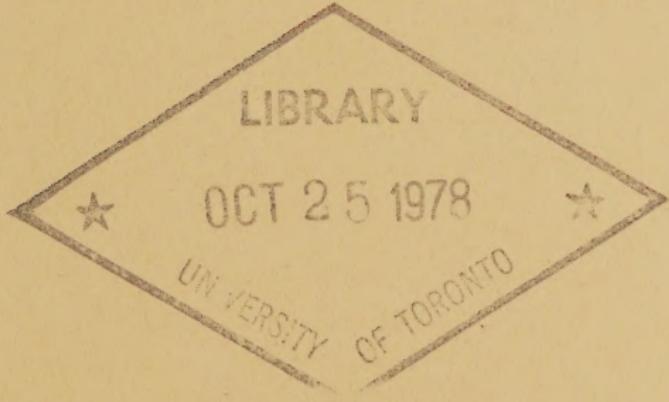


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Government
Publications

Library Services

DEPOSITORY LIBRARY MATERIAL



Ministry of
Community and
Social Services

Library
6th Floor
880 Bay Street

December 1977

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Purpose

The chief purpose of the Ministry Library is to provide library materials and services designed to meet the information requirements of the Ministry staff located at head office, field office, mental retardation facilities and institutions, in subject areas pertinent to the purpose and work of the Ministry.

Services

Library staff is prepared to assist you by answering questions over the telephone, in finding information and in helping you use the Library's resources.

Reference services include compilation of bibliographies, literature searches and computerized searches (at the librarian's discretion). Requests may be made in person, by telephone or mail.

A bi-monthly accessions list, *Conspectus*, comprised of all new catalogued titles and articles indexed from current journals is issued. Copies are distributed to Ministry personnel only.

Interlibrary loan service includes all Toronto Libraries and national collections when the resources of the Library are inadequate.

Collection

The collection is developed to meet the work-related information needs of the Ministry staff. Catalogues, indexes and records that facilitate access to them are maintained. These collections concentrate on current materials and aim at appropriate levels of competence consistent with Ministry staff needs.

The material in the core collection is directly related to program areas of the Ministry. Ministry staff is encouraged to participate in the acquisition process.

The library's holdings range widely within the following major subject areas:

adolescence	physically handicapped
aged	poor/poverty
aging	public welfare
behaviour therapy	rehabilitation
child abuse	retirement
child development	social casework
child welfare	social change
children's services	social groups
community	social indicators
development	social policy
community	social planning
organization	social science research
counselling	social security
daycare	social service delivery
economics	systems
exceptional children	social services
family	social work
gerontology	urban and regional
housing	planning
income distribution	vocational
income maintenance	rehabilitation
institutional care	voluntary social
juvenile delinquency	agencies
management	voluntarism
mental illness	women
mental retardation	work

Publications

Conspectus: a bi-monthly new acquisitions list

Legislation: an annual publication listing provincial and federal legislation in the Library

Periodical and Newsletter Holdings: an annual list of journal and newsletter subscriptions

Statistics Canada Publications: an annual list reflecting Library subscriptions to periodical and annual Statistics Canada publications



Circulation

Borrowing privileges of all material in the Library for a loan period of three weeks, subject to recall, are extended to all Ministry personnel. The Library provides photocopies of requested articles for research purposes under the 'fair dealing' section of the Copyright Act.

Special borrowing privileges will be extended to members and employees of affiliated boards, committees, councils and other agencies as designated by the Deputy Minister.

Borrowing privileges are extended to civil servants using the interlibrary loan system through their respective Ministry Libraries. In cases where there is no Ministry Library, a letter of responsibility from an executive officer is required, i.e. special commissions, committees and councils.

Library resources are available to anyone for reference purposes.

Location

The core collection is housed at 880 Bay Street, 6th floor. The Library is provided with 2,000 square feet, incorporating separate staff, circulation, catalogue, and user areas.

The Library is open from 8a.m. to 4:45p.m.
Monday to Friday.

Staff

Mrs Irene Shlapak 965-5980
Ministry Librarian

Mrs Mary Ann McDiarmid 965-2300
References Services

Ms Ellen Finucane
Technical Services